

County Administrator

County Administration Building
651 Pine Street, 11th Floor
Martinez, California 94553-1229
(925) 335-1080
(925) 335-1098 FAX

David J. Twa
County Administrator

Contra Costa County



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November 1, 2009

Contra Costa will be participating in the "*Earn It! Keep It! Save It!*" (EKS) Contra Costa Campaign again this year – a free tax assistance program for low income families. I am writing to personally encourage you to volunteer in the County's 2010 campaign.

Last year, over 150 volunteers in Contra Costa County assisted **2,493** low income Contra Costa families **claim over \$3.5 million** in tax refunds. During these tough economic times, helping families stay financially stable is even more critical than ever.

The County Administrator's office is working in partnership with the Family Economic Security Partnership (FESP), a coalition of local organizations dedicated to increasing the income and building the assets of low income families and individuals in Contra Costa County. Volunteers are needed as tax preparers, greeters, screeners, and interpreters. Tax preparers undergo IRS training and become officially certified to file taxes. EKS certified tax preparers assist low income residents file their tax forms and claim available tax credits, such as the Earned Income Tax Credit (EITC) and the Child Tax Credit. Low-income households, earning \$48,000 or less, may receive up to **\$5,657** in tax refunds, through the EITC. A significant amount of money for families struggling to make ends meet.

We need your help as a volunteer to make this effort an even greater success than last year. No experience is needed. Basic tax preparation training will take place December 12th, January 9th, and January 16th, at our three community colleges. Volunteers can choose to work at one of 18 sites throughout the county and various schedules during the week or on weekends depending on what is most convenient for you.

To volunteer, go to United Way's website at http://www.earnitkeepitsaveit.org/volunteer_form.php and sign up online.

For more information, contact Carol Finis Perez, EKS Coordinator, at (510) 412-9290 x36.

Sincerely,

A handwritten signature in black ink, appearing to read "David J. Twa".

DAVID J. TWA
County Administrator